Steps to fundraising at Middlebury

There are many aspects to planning and executing a successful fundraising event. Please review the steps, policies and tips below to ensure that you understand the process. This document is arranged in order of which you, as a fundraiser, will need to know them. Please review this whole document and then contact the Student Activities and Orientation office (SAO) at Student_Activities@middlebury.edu, or your Cluster Manager to discuss your idea. We are here to support you in your fundraising efforts!

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Who can fundraise

- Permission for fundraising is granted only to current College recognized student organizations, in good standings. All fundraising efforts are coordinated through Student Activities and Orientation (SAO) or the relevant Cluster Boards. Student organizations may not approach the College Advancement office directly.

- If you are a committee of one (i.e. not affiliated with a student org), your first step is to contact SAO to set up a time to meet to discuss your fundraising idea and receive guidance on how to move forward (including finding a student org to sponsor your event).

- **Pro-tip:** If you are part of a student organization, form a committee. Remember the larger the event, the more assistance you will need from the members of your organization. Once your committee has determined what type of fundraiser your organization will host, then the committee must meet with your organization’s cluster manager to pitch the idea, fill out the fundraising form and go over other specifics for hosting a successful fundraiser. It is important to assign a “point” person. This should be the person who contacts Events Management and is responsible for the fundraising form.
Planning

• Start the planning process **EARLY**! Many steps that must happen **BEFORE** your event can take place.
  o Planning one to two months in advance is most beneficial. You need a minimum of 2 weeks before the event to host your fundraiser.
  o If you do not start planning with enough time before your event, **we reserve the right to deny your request**.

• If you are trying to organize a fundraiser, your first step should be talking with your Cluster Manager or with SAO (Located on the first and second floors of McCullough). Please review our [Fundraising Policies and Procedures](#) to see if your idea will be allowed.

• Space for the fundraiser must be reserved two weeks in advance through the Events Management Office – however you cannot book a space for a fundraiser without first completing the Fundraising Form (see below) and the form has multiple signatures. This is why you must start planning in a timely matter.

The Fundraising Form

• Any person or organization looking to fundraise must fill out the [fundraising form](#).

• **Pro Tip**: We recommend filling out the form after you meet with your cluster manager to share your idea.

• Once the fundraising form is filled out, signed by all campus partners and is approved, you will be assigned a permit number by SAO.

• **Important note**: SAO will not sign the fundraising form without all the necessary information and signatures. This includes the date of the event.

Booking a space

• After you fill out the fundraising form, the next step is to book the desired space through Events Management using [this form](#).

• Space for the fundraiser must be reserved at least 2 weeks in advance through [Events Management](#).

• When filling out the reservation form, you must put in your fundraising permit number (given to you from SAO – after you fill out the fundraising form)

• **Pro Tip**: When reserving the desired space, make sure to include any needs (i.e. table, chairs, electrical, etc.) If you wait until the last minute, Facilities Services will not be able to assist and you will left to fend for yourself. **Important note**, SAO has a limited supply of tables and chairs that can be signed out at no charge to your student organization.
• **Important Note:** If you request Facilities Services to provide any set up (table, chairs, electrical, etc.) your student organization budget will be charged for their time. This charge will be deducted from your fundraising proceeds. Please check with your cluster manager, Maria Farnsworth, or Tammy Grant if you have questions in advance about facilities charges.

• **Important Note:** If your space requested site involves Athletics or the MCFA, the director of that department must also provide permission for the activity to occur there. (Events Management will do this for you.)

**Fundraising Policies and Regulations**

**Solicitation**

• Student organizations are not allowed to solicit donations or gifts from merchants, alumni, or other members of the College community.

• Direct solicitation for fundraising via campus mail is prohibited.

• College directories may never be used for the purpose of solicitation.

• Door-to-door solicitation is prohibited. This includes but is not limited to: residence halls, faculty and staff in their campus offices, and off-campus.

• Students and student organizations may not solicit funds or sales from parents or alumni without prior permission.

• **Important Note:** At the discretion of SAO and College Advancement, organizations may be approved to solicit donations from parents and alumni for specific projects. Opportunities for such initiatives will be communicated to student organizations from SAO.

• Organizations may not initiate any activity where the profits of which will be used for any direct or indirect contributions to a political campaign.

**“Give aways”**

- If it is your student organization, and you are planning on having food or other “give away” items at your fundraiser, these items can only be purchased using your gift account. Once the fundraising event is over, unless your org falls under MILC, SCB, or RLC, you will need to bring all receipts and donations to the Student Activities office to be reconciled and deposited. If your org falls under MILC, SCB, or RLC, you will need to bring your receipts and donations to your respective location for reconciliation.

- If your org does not have a gift account or enough funds in the gift account to cover the initial costs, then you will not be able to provide food or “give away” items.
If you are an individual wanting to provide food or other “give away” items, you will have to use your own money to do so.

Raising Funds for Charity

- Student organizations may raise funds for off-campus charities (e.g. American Red Cross). However standard approval policies apply.

- Organizations who are fundraising for non-Middlebury causes and charities must clearly advertise the following: “This fundraiser does not benefit Middlebury College. Donations are not tax-deductible.” This should be clearly stated on all fundraising advertisement such as fliers, Box Office description, websites, etc.

- Organizations wishing to make donations to charitable organizations may use the proceeds from fundraising. SGA allocated funds cannot be used for donations.

Collecting Funds

- Organizations may collect funds through cash, debit cards, credit cards (see below for more information on cards), or checks made out to Middlebury College. Checks may also be made out directly to the charity. Student organizations/individual students are not allowed to accept money via PayPal, Venmo, Square or any other method that requires funds to flow through personal bank accounts. No organizational money should ever be deposited into a personal banking account. Additionally, students may not use personal accounts via venom or other electronic payment methods to make purchases on behalf of an organization and then get reimbursed.

- **Pro Tip:** You can reserve a cash box from the Box Office by contacting boxoffice@middlebury.edu. Reserve one early as there is a limited supply.

- Credit card machines are not available. If necessary, you can work with The Box Office to hire a student to assist with the debit/credit card donation collecting; however, there is a $1.00 charge per transaction, which would take away from your total donations collected.

- **Pro Tip:** If the non-profit or organization you are fundraising for has a website that collects donations, plan to have a laptop at your fundraising event open to this website so that people with debit/credit cards can donate automatically.

Making the donation

- Once you have collected all the funds you will need to reconcile your charges with SAO, paying off any expenditures before making a final donation.

- After reconciliation is complete, you will deposit any funds into your student organization gift account, or an account that SAO will set up for you.

- Fill out a student activities voucher (go/savoucher) to have a check written to the non-profit/organization that you raised funds for. You will need a document stating the reason for the check and a W-9 from the charity so that a check can be generated after the fundraising event.
Other important notes:

• Some fundraising activities will involve waivers. It is critical that you consult with the Student Activities office about this.

• Under certain circumstances, SAO will approve fundraising efforts that occur off-campus. Student organizations wishing to conduct fundraising off-campus must familiarize themselves with and abide by all College policies in addition to all local, state, and federal laws and regulations.